

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
July 24, 2006**

Members Present: Chairman Jim Sharon; Doug Hall; Paul Dean; and Charles Wickman.

Members Excused: Scott Holewinski.

Others Present: Curt Krouze, Buildings & Grounds Director; Robert Bruso, County Clerk; and Jim Winkler, UW Extension 4-H and Youth Development Agent.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 10:00 a.m. in Committee Room #1 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA/APPROVE MINUTES OF PREVIOUS MEETING(S)

Motion to approve the agenda by Wickman/Hall. All aye on voice vote. Motion to approve the committee meeting minutes of July 10, 2006 with no additions, deletions or corrections by Hall/Dean. All aye on voice vote.

DISCUSS/TAKE ACTION ON STUDENT PARTICIPATION IN COUNTY COMMITTEES AND FURNITURE AND EQUIPMENT NEEDS

Jim Winkler and Bob Bruso were present for this discussion.

Winkler stated that the proposal that was presented at the last county board meeting was sent back to committee to address two issues, and that the issue of how students could be placed in the county boardroom was the issue before the Buildings & Grounds Committee. He stated he envisioned that students would be placed near the exterior of the perimeter of the county board seats, near a county board mentor. He related that several county board members have volunteered to be mentors, so he would like to see the students located near them. Winkler stated that as for the sound system, he would like to incur as little cost as possible.

Krouze stated that sharing of microphones would be the most cost effective method of addressing the sound system.

Chairman Sharon stated that he felt students could use the podium to address questions or comments to the board members. He stated that in doing so, it could enhance their public speaking experience. He stated that there are

currently only two other counties in the state that allow student participation at the county level. He suggested that these other counties be contacted to see how they have addressed issues such as furniture and sound system use for the student participants.

Krouze noted that Winkler suggested seating student participants near county board mentors, but that the current configuration of the county board seating doesn't allow for space to accommodate this. Krouze went on to state that any physical space that is available would likely have to be used for the proposed administrative coordinator's space. He stated that only one space remains open to allow access to the center of the county board circular configuration of desks, and locating a person in that space would mean that the individual would be seated directly in front of the podium, and would remove access to the center area. Krouze stated that the addition of any desk sections to the configuration as it currently exists, would add eighteen inches on each side of the circumference of the circle, which would result in a board member on each side of the room to not have room to access his or her chair, and would also eliminate the ability of anyone to walk through the space between the chair and the wall. Krouze stated that the room was designed to fit twenty-two up to twenty-four total in the space, and even with the current space, it is a tight fit. Krouze stated that low cost options would be to seat the student participants slightly behind the mentor, or to have them seated in the front row gallery seating with access to the microphone and podium.

Supervisor Wickman questioned what the procedural process would be to allow student participation in the county government. He noted that the students would only be allowed to speak through recognition by the chair, just as for others who are there, and that the students need to be schooled in the protocol for meetings. Wickman stressed that the first issue is to orient the students to the protocol, and he noted that they would not really be participating in the process until this is achieved. He described how, if the student participants were seated near the podium and microphone, they could approach the podium and their mentor could ask permission for the student to be recognized, and in a similar way the mentor could lead the student into a subject. He stated that additional furniture would not work. Supervisor Wickman stated that the county is facing a tax freeze, so there is no money for additional furniture. He added that he attended many, many committee meetings before running for office so he would be prepared, and noted that students should be similarly prepared.

Supervisor Dean stated that the room is limited in space, and that as it is, his chair bumps the chair on either side of him each time he moves. He stated that the only space where there is room to add the student participants is near the podium. He suggested that some type of desk could be placed in that area or near the front row of seats to accommodate the student participants, and that this would cost very little.

Chairman Sharon suggested a chair with a writing surface, similar to those used in schools might be used.

Krouze stated that when Supervisor Holewinski called to say he wouldn't be at today's meeting, he asked Krouze to say a couple of things on his behalf, and Krouze asked to proceed with Holewinski's comments. As there were no objections, Krouze proceeded. He stated that Holewinski wanted to stress that there are no moneys put forth in the resolution with regard to this project. Krouze stated that Holewinski felt the appropriate way to do this, would be to seat the student participants in the first row of the gallery seating and to use the podium microphone when the students are recognized to speak. Krouze stated that Supervisor Holewinski related to him that he would only be in favor of the program if it is accommodated in this way. Krouze stated that Holewinski seemed to have the same concerns as Supervisor Wickman brought up about the students learning the proper procedures and protocol for the county meetings.

Bruso stated that the circular configuration of the county boardroom will accommodate 24 individuals: the 21 supervisors, corporation counsel, deputy county clerk, county clerk and coordinator, would more than fill those 24 spaces, as it would actually be accommodating 25 individuals. He stated that seating might be available immediately to his left, but that he needs the extra space for his meeting materials.

Chairman Sharon suggested that the schools be contacted to see if any chairs with writing surfaces could be obtained.

Bruso related that the media needs to maintain access to the P.A. system.

Supervisor Dean suggested that the committee members look at the county boardroom at a later date when no meetings are being conducted.

Winkler commented that teaching the protocol will be part of the orientation process that will be taught by the mentors to the student participants. He stated that he would think that putting them back in the audience might further intimidate the students, and that they would feel more comfortable seated near the county clerk. He stated that he would like to see the students utilize used chairs somehow in the seating configuration. Winkler stated that this is an educational process in which they want the students to learn, not meant to disrupt the system. He stated that knowing the size of the room, incorporating the students will be difficult.

Supervisor Wickman questioned how many participants Winkler expected.

Winkler stated that there would be a representative for each of the three school districts in the county who will participate, as well as an alternate from each

school district, with the idea that the alternate would come in lieu of the representative.

Supervisor Hall stated that he is concerned that since many decisions are made at the committee level, that the student participants who have not attended the committee meetings could actively participate in meetings without elongating the county board proceedings.

Winkler stated that in the two other counties who have incorporated student participants, there has been sufficient room to bring the students right into the county board seating. He said that the students serve as a “junior” supervisor, they vote on issues, but it is a straw vote. Winkler stated that Douglas County is in the third year of the program, and is now incorporating the student participants at the committee level. He stated that a decision has been made here in Oneida County to incorporate the students into one committee each besides the county board meetings, to allow the students to gain this experience. He noted that the Buildings & Grounds Committee is one of the committees that may incorporate student participants.

Discussion followed on the protocol to be followed with regard to student participants attendance at closed session portions of meetings. Winkler stated that in Douglas County the chair makes the decision as to whether or not the students will serve in the closed session, and student participants have been allowed to stay for closed session items.

Winkler stated that research shows that young people are not making a commitment to their civic responsibilities, and his goal is that education of the youth in civic matters will address this lack of commitment.

Chairman Sharon stated that when the meeting room is available, it should be looked at with Krouze and Winkler, to find a solution.

Krouze stated that he understands that what Winkler would like to see is that in areas of the room where students can fit somewhat behind the mentor, they be located there rather than in the gallery seating. He stated that this would require a rearrangement of some of the districts seating, so that students could be seated near their mentors.

County Clerk Bruso stated that he would check to see that there are no requirements that the seating is in district order.

Krouze stated that committee meeting room chairs could be rolled into the county boardroom at no cost.

Bruso stated that he would envision that the students would receive the same packet of information as is received by the county board members. He stated

that realistically, they need some type of desk space to lay out their items, so a chair with a desk surface might be needed.

Krouze stated he could check into the pricing and get back to the committee on the cost.

Winkler stated that it had been suggested that the Buildings & Grounds Committee be one of the committees to include student participation, however, in seeing that this committee has two meetings per month, it might be too much time away from classes to allow. He stated that based on that, the Buildings & Grounds Committee should be excluded from the list of possible participation.

DISCUSS/TAKE ACTION ON BUDGET GUIDELINES FOR 2007 FURNITURE AND EQUIPMENT REQUESTS

Krouze stated that this item is in regard to the information the departments have been receiving from the Finance Committee and the need for no budgetary increases for year 2007. He stated that it is obvious that this department will incur increases in the budget for energy-related issues. Krouze stated that since he has been employed by the county, it has been the policy of Buildings & Grounds to send out a letter to all county departments to obtain requests for the departments' various furniture and equipment needs. He stated furniture needs have mostly been addressed throughout the building, so that furniture purchases only be made after an ergonomic evaluation is made and a purchase is needed to meet an ergonomic need.

Supervisor Wickman stated that he recently attended a Finance Committee meeting, where he was informed that Oneida County is faced with budget reductions and zero increases in the budget. He stated that we have no choice but to deny requests that are not needed.

Krouze stated that he would like this to be fair to everyone, and he felt that by having this on a needs-basis, or unless the purchase would be to provide furniture for a new position, it would be fair to all departments. He stated that in the past this ergonomic requirement had not been part of the process, and this would be a more conservative approach.

Krouze stated that this department has very limited discretionary spending in the budget, and this is one of the ways to a more conservative approach. He stated that this will cause all departments to take a tougher look at what they are asking for.

Supervisor Dean stated that if this will save money, it should be done.

Discussion followed, and Krouze stated that in the past the Buildings & Grounds Department sent a letter to all departments asking them to prepare a prioritized list of their furniture needs for the next year, and that this was approved at the

committee of jurisdiction level and then forwarded to the Buildings & Grounds Committee for incorporation into this budget. He stated that this could be changed to address only those furniture requests that have been determined through an ergonomic evaluation, or to meet the needs for new positions as they are created if sufficient furniture is not on hand to meet that need.

Motion by Wickman that we maintain the zero increase in the budget that would relate to additional furniture costs unless there is a significant physical need.
Second by Hall. All aye on voice vote.

Committee members discussed the proposed tax freeze by the State of Wisconsin.

Krouze stated that he would send a letter indicating that 2007 purchases would be need-based.

**UPDATE ON MEETING WITH LAND RECORDS WITH REGARD TO
AMENDING THE COUNTY CODE TO ALLOW THE BUILDINGS & GROUNDS
COMMITTEE THE AUTHORITY TO PURCHASE OR SELL LAND OTHER
THAN FOREST LAND OR TAX DELINQUENT PROPERTIES**

Krouze presented draft copies of the minutes of the July 13, 2006 Land Records Committee meeting to committee members. He explained that the wording on the Land Records agenda was specific as to the turnover of duties outlined in Chapter 18 of the county code from Forestry to Land Information. He stated that the issue of land acquisition or sale by the Buildings & Grounds Committee is a separate issue from the handling of tax delinquent properties, so it is really two issues. Krouze stated that Brian Desmond, Assistant Corporation Counsel, is rewriting Chapter 18 of the code to appropriately do what the committee has requested. He stated that this is moving along, and it appears that this will be addressed in this rewrite.

DISCUSS/TAKE ACTION ON REQUEST FOR STORAGE LOCKERS

Krouze informed the committee that he took some old lockers that formerly belonged to the Sheriff's Department, had staff clean them out, and installed them in the closet area outside the county boardroom. He said that additional lockers are available if needed.

Supervisor Wickman requested to use one of the lockers.

Krouze stated that there could be concerns by the security officer, but he had no problem with a supervisor or staff using the lockers.

Supervisor Wickman stated that he has a need from time to time for storage.

Krouze encouraged anyone who would use the lockers, to bring their own padlock.

Supervisor Dean stated that the security issue should be checked into. He stated that there is a potential for a device or weapon to be stored in such a manner, so the security officers should be consulted.

Krouze stated that he would contact John Sweeney, Chief Deputy, to see if locking the lockers would be a problem from a security standpoint.

The committee asked Krouze to get more information on this issue and to get back to the committee at a future meeting. No action was taken.

NON BUDGETED ITEM REQUESTS

Krouze reported that there were no non-budgeted items requested.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders paid since the previous meeting was mailed to committee members in their agenda packets. Committee members signed the lists of bills and blanket purchase orders.

PUBLIC COMMENT

Chairman Sharon commented on his concerns over student participants being involved in closed session discussion.

Supervisor Dean commented on the number of lights on all night at the parking lots of the law enforcement center.

ITEMS FOR NEXT AGENDA

Chairman Sharon noted that Krouze would check out chairs and possible seating for student participants in the county boardroom, and the cost of lighting the sheriff's department parking lot. Committee members noted that the parking lot shared with the church has been seal coated and striped. Chairman Sharon stated that other items should be placed on the agenda as they arise.

SCHEDULE NEXT MEETING DATE/DISCUSS/TAKE ACTION TO RESCHEDULE THE SECOND MEETING IN SEPTEMBER, 2006

Chairman Sharon noted that meeting dates for August are Monday, August 7th and 21st at 10:00 a.m. Discussion followed with regard to the meeting schedule for September and it was the consensus of the committee members present to change the schedule to the 11th and the 25th of the month of September, at 10:00 a.m.

ADJOURNMENT

The meeting adjourned by a motion of Wickman/Hall. All aye on voice vote.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary